Permit #F00023208-A

FilmL.A., Inc.
1201 W. 5th Street, Suite T-800
Los Angeles, CA 90017
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00023208-A **Type of Permit:** FILMING **Release Date:** 01/04/2010

**Production Company** NBC UNIVERSAL & THEIR SUBSIDIARIES

**Insured Company Name** NBC UNIVERSAL & THEIR SUBSIDIARIES

Contact Phone No. 1 000-000-0000
Contact Phone No. 2
Fax
Address 330 BOB HOPE DR
BURBANK, California 91523

**Production Title** THE OFFICE

**Type of Production** TV Sitcom

**Producer** Randy Corday

**Director** John Krasinski

**1st AD** Kelly Cantley

**Production Manager** Steve Burgess

**FilmL.A. Coordinator** Asia Robinson

**Location Manager** Kyle Alexander
Primary Phone Office - 818-786-6666
Secondary Phone Office - 818-786-8278

**Location Assistant** N/A N/A
Primary Phone Office - N/A
Secondary Phone

### Fees

| | |
|---|---|
| Posting 300 | $26.00 |
| Notification Charge | $155.00 |
| LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE | $874.00 |
| FILMLA FILM PERMIT RIDER FEE | $100.00 |
| LA CITY DEPT OF REC AND PARKS BASECAMP ONLY USE FEE | $900.00 |

**Total Permit Fee** $2,055.00

**Number of Locations** 1

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## Summary Information — Location



| | | | |
|---|---|---|---|
| **Permit Number** | F00023208-A | **Location Manager** | Kyle Alexander |
| **Production Company** | NBC UNIVERSAL & THEIR SUBSIDIA... | Primary Phone | Office - 818-786-6666 |
| **Insured Company** | NBC UNIVERSAL & THEIR SUBSIDIA... | Secondary Phone | Office - 818-786-8278 |
| **Production Title** | THE OFFICE | | |

**Location Address** 5133 Louise Ave, Los Angeles, CA, 91316

**Location Names**

**Location Type** Private Residence

**Location Description** PRIVATE RESIDENCE.

**Film Dates** 1/6/2010 - 1/6/2010 07:00 - 22:00

**Open or Closed to the Public** Closed

**Generic Conditions**
Equipment vehicles may park on one side of street
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
No Cast and Crew parking on areas streets.
No interference with vehicular or pedestrian traffic

**Please see attached document** Microsoft Word - Balboa Park Parking Lots.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| 5 or 10 ton trucks | 4 |
| Cast/Crew vehicles | 65 |
| Cube Trucks | 5 |
| Generator | 2 |
| Honey Wagons | 1 |
| Motor Homes | 2 |
| Semi Trucks | 5 |
| Stakebed Trucks | 3 |
| Vans | 4 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 10 |
| Crew | 75 |
| Off-Duty/Retired LAPD Officer(s) | 2 |
| Rec & Park Monitor required | 1 |
| Spot Check | 1 |

**Filming Activities** Drive by; Drive ups & away; Equipment on property; Exterior Dialogue; Exterior models against scenery; Exterior MOS; Interior and exterior dialogue; Interior MOS; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard;

**Jurisdiction** **Political:** Los Angeles City - Council District 03 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Location Notes**

**Coordinator Note** ONE PARK MONITOR REQUIRED 1/5 1200-0000 HRS

ONE PARK MONITOR REQUIRED 1/6 0000-2200 HRS

**Coordinator Note** RIDER-A RELEASES LOCATION, COLLECTS PARK, POSTING AND NOTIFICATION FEES

**Parking**

**Base Camp**
Location Type : LA City Park
Street : Balboa Sports Complex 1/5 1200-1/6 2200 hrs

**Crew Parking**
Location Type : LA City Park
Street : Balboa Sports Complex 1/5 1200-1/6 2200 hrs

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## Summary Information — Location



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| **Production Title** | THE OFFICE | | |

**Posting "No Parking" signs** S/S Otsego from Louise Ave. - West 200'

**Approximate Footage** 0 - 300 **Log Number** 1008793

**Date(s)** 1/5/2010 to 1/7/2010 **Time(s)** 07:00 to 22:00

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.

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- **OK TO PARK IN THE LOT BETWEEN THE BASEBALL & SOCCER FIELDS.**
- **MAY NOT BLOCK OR RESTRICT ACCESS INTO MAINTENANCE YARD.**
- **MAY NOT PARK VEHICLES ON THE NORTHERN SIDE OF LOT.**
- **MAY NOT BLOCK OR RESTRICT ACCESS INTO PARKING LOT OR DUMPSTER AREA.**
- **MUST PROCEED WITH CAUTION WHILE DRIVING IN AND OUT OF THE PARKING LOT, DUE TO HEAVY PATRON ACTIVITY IN THE PARK.**
- **MUST MAINTAIN AN EMERGENCY ACCESS LANE IN THE PARKING LOTS AT ALL TIMES. NO EXCEPTIONS**
- 
- **SMOKING IS ONLY ALLOWED IN DESIGNATED AREAS SPECIFIED BY THE PARK MONITOR OR FIREMAN ON SITE.**
- **IF A MONITOR OR FIREMAN IS NOT ASSIGNED, A DESIGNATED LOCATION MUST BE ESTABLISHED BY THE LOCATION MANAGER WITH CIGARETTE DISPOSAL CONTAINERS IN PLACE.**
- **THE DESIGNATED SMOKING AREA CANNOT BE NEAR ANY PATRON ACTIVITY. NO EXCEPTIONS**
- **THE DESIGNATED AREA MAY BE REVOKED OR NOT ALLOWED AT ALL DEPENDING ON WEATHER AND LOCATION CONDITIONS.**
- **FAILURE TO COMPLY WITH THESE RESTRICTIONS MAY RESULT IN A FINE.**

**F-23208**
**NBC UNIVERSAL**
**OFFICE**
**TV**

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